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NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO

NAVFACINST 5354.4
FAC CPP
4 February 2004

NAVFAC INSTRUCTION 5354.4

From: Commander, Naval Facilities Engineering Command

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY STATEMENTS

Ref: (a) OPNAVINST 12720.8
(b) OPNAVINST 5354.3D
(c) NAVFACINST 5354.3

Encl: (1) Commander, NAVFACENGCOM Equal Employment Opportunity Policy Statement
(2) Commander, NAVFACENGCOM Prevention of Sexual Harassment Policy Statement

1. Purpose. To publish the Commander, Naval Facilities Engineering Command's Equal Employment Opportunity and Prevention of Sexual Harassment Policy Statements per references (a) and (b).

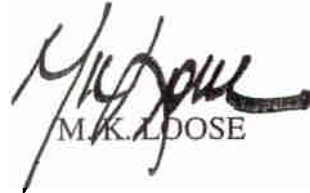
2. Cancellation. This instruction cancels NAVFACINST 5354.3, reference (c).

3. Background. Reference (a) designates the head of each naval activity as the Equal Employment Opportunity Officer and requires the publication of an Equal Employment Opportunity policy statement. Additionally, reference (b) sets forth the requirements for issuance of a prevention of sexual harassment policy statement. The Commander, Naval Facilities Engineering Command is firmly committed to maintaining an environment of equality and fairness for all NAVFAC employees and those seeking employment with our agency. All personnel have an important role in maintaining a positive equal opportunity climate and have a moral responsibility to treat everyone with respect. All personnel who work at NAVFAC (active and reserve military, civil servants, contractors, and non-appropriated fund employees) shall comply with enclosures (1) and (2).

4. Action. Commanders, Commanding Officers, Directors, and Officers-in-Charge of Component Commands shall:

- a. Ensure full compliance with the spirit and intent of these policies within their organizations.
- b. Publish a local command EEO/POSH policy statement and ensure wide distribution within the command and/or their area of responsibility.

- c. Prominently display all policies in a conspicuous location within the command.
- d. Ensure periodic review of the command EEO/POSH posture is made with all personnel to ensure a widespread level of ownership and commitment.
- e. Routinely discuss command EEO/POSH policies in command newsletters, periodicals, internet websites, and/or other forums.



M.K. LOOSE

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COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND
EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT

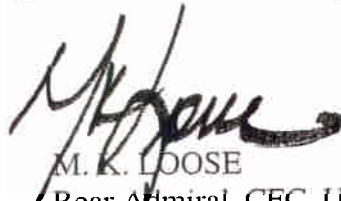
As Commander, Naval Facilities Engineering Command, I am totally committed to a command climate of equal opportunity. All individuals shall be given fair treatment and equal employment opportunity regardless of race, color, gender, religion, national origin, age, or physical or mental handicap. Equal opportunity practices will govern all aspects of NAVFAC's operations, personnel policies, and established merit principles. Such actions include, but are not limited to, recruitment, hiring, evaluation, promotion, selection, transfer, assignment, training, benefits, and compensation.

All NAVFAC personnel (active and reserve military, civil service, and non-appropriated fund employees) contribute tremendously to our national security and combat readiness. The rich diversity of our workforce is a significant asset and is built by creating and fostering an atmosphere where all personnel are treated with dignity and respect and are assisted to reach their maximum potential towards accomplishing our mission.

As EEO Officer, I strongly support and affirm the full implementation of equal opportunity through continuing programs of affirmative employment at every level within the Naval Facilities Engineering Command. Special-emphasis programs are important tools in achieving a diverse workforce that reflects the relevant labor market and addresses workforce imbalances of women and minorities, as well as handicapped individuals. It is my goal to place, advance, develop, and retain qualified personnel from all segments of society.

Persons found to be in violation of this policy shall be subject to the full range of military and disciplinary action. No employee will be subject to any form of reprisal or retaliation for reporting alleged violations of this policy, pursuing any such claim, or cooperating in an investigation of such claims.

Each and every one of us have a critical role in creating an environment free from discrimination and harassment. All personnel shall ensure their actions fully demonstrate their commitment and support of this policy. EEO is the responsibility of every employee, and I am counting on all Commanders, Commanding Officers, Directors, Supervisors, and Managers to ensure full compliance with this policy.



M. K. LOOSE

Rear Admiral, CEC, U. S. Navy

Commander

Naval Facilities Engineering Command

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND
PREVENTION OF SEXUAL HARASSMENT
POLICY STATEMENT

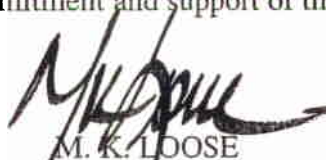
All NAVFAC employees have the right to work in an environment free of discrimination and harassment. Sexual harassment has a devastating impact on our workforce. It interferes with work performance, erodes morale, and reduces mission readiness and accomplishment. As Commander, I am fully committed to maintaining an environment free from sexual harassment.

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, solicitation for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly as a term or condition of employment; submission to or rejection of such conduct is used as employment decisions affecting that person; or such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

Annually, all military and civilian personnel shall complete training in the identification, prevention, resolution, and elimination of sexual harassment. New personnel are expected to complete initial training after reporting for duty. Heightened awareness of those actions that constitute harassment and each person's responsibility to ensure that they do not occur are critical to maintaining a positive and productive work environment.

Sexual harassment, false accusations, or acts of reprisal will not be tolerated or condoned within NAVFAC. All persons who believe they are being sexually harassed are strongly encouraged to make it clear to the harasser that such behavior is offensive, unwelcome, and needs to stop. Reported complaints of sexual harassment will be investigated thoroughly, promptly, and in a confidential manner.

All personnel are responsible for treating others with dignity and respect. We must take positive steps to prevent and eliminate sexual harassment in the workplace. I ask all NAVFAC personnel to fully demonstrate their commitment and support of this policy.



M. K. LOOSE

Rear Admiral, CEC, U. S. Navy
Commander

Naval Facilities Engineering Command